

PRIVACY NOTICE

OML Partners Ltd ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a new regulation which replaces the Data Protection Regulation (Directive 95/46/EC). The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

Even though the UK has expressed its intention to leave the EU in March 2019, the GDPR will be applicable in the UK from 25th May 2018. The Government intends for the GDPR to continue in UK law post Brexit and has also introduced a Data Protection Bill to replace the current Data Protection Act in due course.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 and GDPR (Data Law), the data controller is OML Partners Ltd of 1 Station Court, Station Approach, Wickford SS11 7AT

Our nominated representative for the purpose of Data Law is charlotte@omlpartners.co.uk

WHO WE ARE AND WHAT WE DO

We are a recruitment agency and recruitment business as defined in the Employment Agencies and Employment Businesses Regulations 2003 (our business). We collect the personal data of the following types of people to allow us to undertake our business;

- Prospective and placed candidates for permanent or temporary roles, potential and actual clients;
- Prospective and live client contacts;
- Supplier contacts to support our services;
- Employees, consultants, temporary workers;

We collect information about you to carry out our core business.

Information you give to us or we collect about you.

This is information about you that you give us by filling in forms on our site www.omlpartners.co.uk (our site) or by corresponding with us by phone, e-mail, text or otherwise. It includes information you provide when you meet us, register to use our site, to enter our database, subscribe to our services, attend our events, enter a competition, promotion or survey and when you report a problem with our site.

The information you give us or we collect about you may include your name, address, private and corporate e-mail address and phone number, date of birth, compliance documentation and references verifying your qualifications and experience and your right to work in the United Kingdom, curriculum vitae and photograph, links to your professional profiles available in the public domain e.g. LinkedIn, Twitter, business Facebook or corporate website.

Information we collect about you when you visit our website.

With regard to each of your visits to our website, our IP Host who resides in the UK collects IP address information for security (DDoS prevention, anti-hacking and fraud prevention), diagnostics and statistical analysis of traffic used for improvements to the performance and usability of our services, for GDPR purposes we collect this information under legitimate business interest. The information collected for statistical information is:

Operating System, Browser Type, Time and date of visit, Visit Duration, Locale, Pages visited, Hits, Bandwidth use

Information we obtain from other sources.

This is information we obtain about you from other sources such as LinkedIn, corporate websites, job board websites, online CV libraries, your business card and personal recommendations. In this case we will inform you, by sending you this privacy policy, within a maximum of 30 days of collecting the data of the fact we hold

personal data about you, the source the personal data originates from and whether it came from publicly accessible sources, and for what purpose we intend to retain and process your personal data.

We are working closely with third parties including sub-contractors in technical, professional, payment and other services, advertising networks, CV search information providers and credit reference agencies. We may receive information about you from them for the purposes of our recruitment services.

PURPOSES OF THE PROCESSING AND THE LEGAL BASIS FOR THE PROCESSING

We use information held about you in the following ways:

To carry out our obligations arising from any contracts we intend to enter into or have entered into between you and us or us and our clients in respect of you and to provide you with the information, products and services that you request from us or we think will be of interest to you because it is relevant to your career or to your organisation.

To provide you with information about other goods and services we offer that are similar to those that you have already purchased, been provided with or enquired about.

The core service we offer to our candidates and clients is the introduction of candidates to our clients for the purpose of temporary or permanent engagement. However, our service expands to supporting individuals throughout their career and to supporting businesses' resourcing needs and strategies.

Our legal basis for the processing of personal data is our legitimate business interests, described in more detail below, although we will also rely on contract, legal obligation and consent for specific uses of data.

We will rely on contract if we are negotiating or have entered into a placement agreement with you or your organisation or any other contract to provide services to you or receive services from you or your organisation.

We will rely on legal obligation if we are legally required to hold information on you to fulfil our legal obligations. For example, we have a statutory obligation to retain employee data and placement data, including details of taxation payments.

We will in some circumstances rely on consent for particular uses of your data and you will be asked for your express consent, if legally required. Examples of when consent may be the lawful basis for processing include permission to introduce you to a client (if you are a candidate).

Our Legitimate Business Interests

Our legitimate interests in collecting and retaining your personal data are described below:

As a recruitment business and recruitment agency we introduce candidates to clients for permanent employment, temporary worker placements or independent professional contracts. The exchange of personal data of our candidates and our client contacts is a fundamental, essential part of this process.

In order to support our candidates' career aspirations and our clients' resourcing needs we require a database of candidate and client personal data.

To maintain, expand and develop our business we need to record the personal data of prospective candidates and client contacts.

Consent

Should we want or need to rely on consent to lawfully process your data we will request your consent orally, by email or by an online process for the specific activity we require consent for and record your response on our system. Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time.

Other Uses we will make of your data:

Use of our website and to notify you about changes to our service; to ensure that content from our site is presented in the most effective manner for you and for your computer.

We will use this information:

- to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

We do not undertake automated decision making or profiling. We do use our computer systems to search and identify personal data in accordance with parameters set by a person. A person will always be involved in the decision making process.

COOKIES

If you continue to use our site, you agree to the use of cookies. You can block cookies by activating the setting in your browser which allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies you may not be allowed access to all or parts of our site. Unless you have adjusted your browser settings so that it will refuse cookies, our system will issue cookies as soon as you visit our site.

DISCLOSURE OF YOUR INFORMATION INSIDE and OUTSIDE OF THE EEA

We will share your personal information with:

Selected third parties including:

- clients for the purpose of introducing candidates to them;
- candidates for the purpose of arranging interviews and engagements;
- clients, business partners, suppliers and sub-contractors for the performance and compliance obligations of any contract we enter into with them or you;
- subcontractors

We will disclose your personal information to third parties:

In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets.

If OML Partners Ltd or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of OML Partners Ltd our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

The lawful basis for the third party processing will include:

their own legitimate business interests in processing your personal data, in most cases to fulfil their internal resourcing needs;

satisfaction of their contractual obligations to us as our data processor;

for the purpose of a contract in place or in contemplation;

to fulfil their legal obligations.

WHERE WE STORE AND PROCESS YOUR PERSONAL DATA

The data that we collect from you will be stored at a destination inside the United Kingdom.

All information you provide to us is stored on our secure server. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

RETENTION OF YOUR DATA

We understand our legal duty to retain accurate data and only retain personal data for as long as we need it for our legitimate business interests and that you are happy for us to do so. We retain your personal data indefinitely as we recognise that our clients and candidates use our services over long periods of time. As we are a permanent recruiter an individual may stay in a role for 10 years plus and return to us for their resourcing needs. Having the history of our relationship on our database improves our effectiveness. We have considered the nature of the personal data, our legal obligations and our recruitment expertise and knowledge in reaching this decision.

We do the following to try to ensure our data is accurate:

prior to making an introduction we check that we have accurate information about you;
we keep in touch with you so you can let us know of changes to your personal data and update your CV.

Upon your request, we may delete or archive part or all of your personal data or retain it on our financial system only, deleting all or part of it from our main Customer Relationship Manager (CRM) system. We may retain minimal personal data, following a request for suppression or deletion of your data, to ensure that we do not re-enter your personal data on to our database, unless requested to do so.

LINKS TO OTHER WEBSITES

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

ACCESS TO YOUR INFORMATION AND YOUR RIGHTS

Please contact charlotte@omlpartners.co.uk to exercise any of your rights below.

You have the right to ask us not to process your personal data for marketing purposes. We will not disclose your information to any third party for marketing purposes.

You have the right to access information held about you. This is called a subject access request.

You also have the following rights:

The right to object to processing that is likely to cause, or is causing damage or distress.

The right to object to decisions being taken by automatic means by use of computer software.

The right to have inaccurate personal data suppressed, rectified, blocked, erased or destroyed.

The right to have your data deleted or suppressed, meaning it is not easily accessible on our systems.

Please note that we may be permitted to retain some personal data of yours if we can justify why we need to retain the records for our business purposes.

The right to make a complaint to a supervisory body which in the United Kingdom is the Information Commissioner's Office. The ICO can be contacted through this link: <https://ico.org.uk/concerns/>

CHANGES TO OUR PRIVACY NOTICE

Any changes we make to our privacy policy in the future will be posted on our website. Please check back frequently to see any updates or changes to our privacy notice.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to charlotte@omlpartners.co.uk